

NAVIGATING TO EMPLOYMENT AND WAGE DETAIL REPORTING

Introduction

This section of the document will explain how an authorized user can navigate to the employment and wage detail functions.

Step-by-Step Instructions:

1. While logged into the employer home page, click on link 'Employment and Wage Detail Reporting'

The screenshot shows the 'Massachusetts Department of Workforce Development' logo at the top left. The date 'Thursday, November 05, 2009' is at the top right. Below the logo is a navigation bar with 'Change Password' and 'Logoff'. The main content area is divided into two columns. The left column contains a sidebar with links: 'Employer Home', 'FAQ/Contact Us', 'Account Maintenance', 'Benefit Charge Activities', 'Collections', 'Correspondence', 'Employment and Wage Detail Reporting', 'History', 'Payment Information', and 'User Maintenance'. The right column contains several sections: 'Employer Information' (with 'Employer Account Number: 1000' and 'Employer Name: XXXXX'), 'Employer Home', 'FAQ/Contact Us', 'Account Maintenance', 'Benefit Charge Activities', 'Correspondence', 'Employment and Wage Detail Reporting', and 'Payment Information'. A callout box with a speech bubble points to the 'Employment and Wage Detail Reporting' link in the sidebar, containing the text: 'Click here to access employment and wage detail functions.'

2. The following page will appear, listing the available functions. Click on the corresponding link to access a function.



[Change Password](#) | [Logoff](#)

[Employer Home](#)

[FAQ/Contact Us](#)

[Account Maintenance](#)

[Benefit Charge Activities](#)

[Collections](#)

[Correspondence](#)

**Employment and Wage
Detail Reporting**

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▸ [Submit Employment and
Wage Detail for Quarters
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▸ [View Employment and
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Wage Detail History](#)

▸ [View Submission History](#)

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Employee Count History](#)

[History](#)

[Payment Information](#)

[User Maintenance](#)

Employer Information

Employer Account Number: **100**

Employer Name: **Employer**

Employment and Wage Detail Reporting

[Adjustments](#)

Adjust previously submitted employment and wage detail records.
 Upload a file of adjustments, or select and modify specific records online.
 Note: Staff may review adjustments under certain circumstances.

[Employment and Wage Report Removal](#)

Remove an employment and wage report that was previously submitted in error.

[Submit Employment and Wage Detail for Quarters Prior to 2010](#)

Submit the original or adjust a Division of Unemployment Assistance (DUA) Contribution Report or Department of Revenue (DOR) Wage Report for quarters prior to 2010. Contributions, other charges, penalties and interest will be calculated online through this process."

[Submit Employment and Wage Detail](#)

Submit Quarterly Employment and Wage Detail Records for current or prior quarters by using one of four filing methods. Contributions, Surcharges, Interest, and Penalties will be calculated online through this process. NOTE: the manual filing method allows up to one hundred employee records to be entered. If more than one hundred employee records need to be submitted, use the file upload filing method.

[View Employment and Wage Detail Calculation History](#)

Search for and view historical calculations for quarterly employment and wage submissions.

[View Employment and Wage Detail History](#)

View previous submissions and adjustments for each individual wage record submitted. Access current calculations and 12th of Month Employment data.

[View Submission History](#)

View basic information for each original and adjusted wage detail submission. The data includes the Submission Date and Time, Filing Method, Errors, Number of Records Processed, and Gross Wages Processed.

[View Gross Wages and Employee Count History](#)

Search for and view quarterly gross wages and employee count history.

| If | Then |
|--|---|
| You are unable to locate the required maintenance function | You may not have the sufficient privileges to perform this function. Contact your system administrator. |